



FLORIDA DEPARTMENT OF TRANSPORTATION
EXECUTIVE WORKSHOP MINUTES
Tallahassee, FL

November 14, 2012

The Workshop began at 1:05 p.m.

1. Opening Remarks

Secretary Prasad opened the meeting and welcomed attendees.

Secretary Prasad introduced Michael Wickersheim as the new Legislative Specialist for the Department.

2. Review and Approval of Workshop Minutes

The October 2012 Workshop minutes were approved as submitted.

3. Procedures

Tana Ashbaker, Forms and Procedures

The following procedures were reviewed and approved:

000-725-004: Central Florida Rail Corridor Grade Crossing / Owner: Jan Bordelon

225-060-001-c: Release of Crash Data / Owners: Marianne Trussell and Lora Hollingsworth

325-000-002: Information Technology Resource User's Manuals / Owner: Nelson Hill

525-010-101-d: Review of Local Government Comprehensive Plans / Owners: Rob Magee and Kathy Neill

700-011-035: Project Commitment Tracking / Owners: David Sadler and Larry Ritchie

4. Motorist Aid Call Box Program

Elizabeth Birriel, Traffic Engineering and Operations

Ms. Birriel made her initial presentation at the October 2012 Executive Workshop on the Motorist Aid Call Boxes and was requested to return to the Workshop with additional information. Currently, there are only three states that still utilize the motorist aid call boxes and the Executive Team were questioning the continued need since the system has become antiquated. The Executive Team requested additional information on the locations and number of calls by Districts and counties that were received in 2011, which Ms. Birriel provided in this presentation. She also gave a summarization of savings that could be realized if the system was no longer utilized. After careful consideration, it was the consensus of the Executive Team that the Motorist Aid Call Box Program be discontinued. Secretary Prasad requested that Ms. Birriel solidify the monetary savings and submit a report for his review.

5. Update on Business Plan: Proposed Change to Objective 2012-5

Jim Wolfe / Larry Ferguson, Strategic Plan Team

Larry Ferguson and Jim Wolfe reviewed the recommended update to the FDOT Business Plan Objective 2012-5 "Districts and Central Office build Business Plans to support the FDOT Business Plan." The update was recommended so that the plan will reflect the work done by the Strategic Plan Champions Team and adopted by the Executive Team.

Key points of the revisions:

- 1) Production of the 23 Function Plans (statewide plans) by February 2013;
- 2) Production of Key Unit Plans and other Unit Business Plans as needed by July 2013;
- 3) Linkage to the Employee Performance System (EPS) to continue in April 2013 with best data available and to be fully transition to the new Business Plan process in the next cycle; and
- 4) Quarterly reports at the Executive Team Workshop by Assistant Secretaries/District Secretaries to discuss progress and issues.

The update was adopted by the Executive Team. Mr. Ferguson will post the revisions on the SharePoint site.